**IT Applications - Tammy**

**Encryption software**

1. Explain how encryption works.  
   Encryption uses a key to scramble data so that if it is intercepted in cannot be read. Encrypted data can only be read with the key.
2. What is meant by access hierarchy?

Access hierarchy determines the various levels of access in an organisation

1. What port does a secure website use?  
   Port 443 (https)

**Virus detection software**

1. How often should this software be updated?  
   This software should be updated regularly. Most anti-virus programs update daily.

**Backups**

1. Explain the 3 types of backups.
2. Full  
   Involves copying all of the chosen files to a backup device.
3. Differential  
   This is used with full backup. It is used if you are working with only two sets of backup media.
4. Incremental  
   Incremental backup only backs up files that have been changed since the previous incremental backup.

**File-naming conventions**

1. List conventions for file-naming.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Windows XP** | **Mac OS** | **Unix** |
| **Maximum filename length** | 255 characters; includes 3 character extension (eg; run.exe) | 31 characters; no extensions | 14-256 characters; includes extensions of any length |
| **Character to separate filename from extension** | . (full stop) | No extensions | . (full stop) |
| **Space allowed** | Yes | Yes | No |
| **Numbers allowed** | Yes | Yes | Yes |
| **Case-sensitive** | No | Yes | Yes – use lower case |

1. When is a sequential file-naming convention used?  
   When an organisation decides that they may need several copies of the same document kept.
2. What is the role of directories?  
   They help locate files quickly and have them in an organised manner.

**Version Control**

1. What is a strategy with virtual teams to avoid team members not working on the correct file/s?  
   A strategy is to store the files in a central location that is accessible by all contributors and using sequential file-naming strategy that clearly identifies the most recent version.